



# BLESSED SACRAMENT HOME AND SCHOOL ASSOCIATION

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## BLESSED SACRAMENT SCHOOL

HOME AND SCHOOL ASSOCIATION

BYLAWS

AS AMENDED JUNE 1, 2016

### Article I. Name and Location

The name of the organization shall be the Blessed Sacrament School Home and School Association (the “Association”). The Association is located in Washington, DC

### Article II. Purpose

The objectives of the Association shall be:

- 1) To promote the open communication and cooperation among the parents, teachers and administrators in support of the mission of blessed Sacrament School.
- 2) To provide opportunities for parents to be of service to the school and to coordinate these services.
- 3) To enhance the quality of the school through a program of fundraising activities directed toward specific objectives.

### Article III. Membership

- 1) Membership shall consist of all parents and guardians of the students of Blessed Sacrament School and members of its faculty and administration.
- 2) The rights and obligations of membership include the right to vote, to hold office, to serve on a committee and to participate in the programs of the Association.

### Article IV. Executive Committee

- 1) Responsibility

The Executive Committee, with the approval of the Pastor, shall have responsibility for the Association's business affairs, including the formation of committee reports and recommendations and reporting on their final disposition to the Association; oversight of the budget process and the expenditure of monies from all fundraising activities in accordance with the spending priorities voted on by the Association; and the coordination of volunteer efforts of the members.

2) Composition

The Executive Committee shall consist of five (5) appointed members (four officers; President, Vice President, Secretary, Treasurer who are selected from nominations by the previous Executive Committee and appointed by the Pastor) and a Faculty Representative (nominated by the principal and appointed by the Pastor) and four (4) ex-officio members (Past President, Room Parent Coordinator, Principal and the Pastor or his designee). The voting members shall be the President, Vice President, Secretary, and Treasurer, Past President, Principal and Faculty Representative. Decisions shall be made by a majority of the Executive Committee Offices may be held jointly by to two unrelated members of the Association who have chosen to be nominated as co-equals for the position. The Executive Committee may appoint additional non-voting ex-officio members as needs arise. The Room Parent Coordinator is a non-voting member of the Executive Committee but is expected to participate in all meetings of the Executive Committee due to the role they play in disseminating information to the Association. It is permissible for a voting member of the Executive Committee to hold another non-voting role in the Executive Committee.

## **Article V. Officers and Duties**

### **1. The duties of the President shall be defined as follows:**

#### **The President shall:**

- 1) Plan the calendar of Association events for the school year.
- 2) Conduct all regular, special and Executive Committee meetings.
- 3) Call special meetings of the Executive Committee.
- 4) Act as the official spokesperson for the Association and serve as a member of the School Board.
- 5) Appoint Chairperson(s) and members of ad hoc committees and the members of standing committees with the approval of the Executive Committee.
- 6) Enter into and prepare contracts, in accordance with Archdiocesan Policy for contract review and approval, on behalf of the Association with the approval of the Executive Committee.

- 7) Maintain applications related to the HSA, including the HSA-designated e-mail, HSA specific websites (for example online spiritwear sales, fundraising accounts such as Giant, and eScrip and credit card applications etc....) Such duties include maintaining login information and ensuring that such login information is maintained in a manner that facilitates transfer of use to new Executive Committee members (to include using the school-designated e-mail rather than personal e-mail to set up accounts).
- 8) Facilitate review, approval and execution of contracts approved by Executive Committee for which Archdiocesan legal review and Pastor approval and execution is required.
- 9) Serve as ex-officio member of all Association committees
- 10) Perform such duties as are incumbent of this office including appreciation gifts, luncheons and hospitality.

**2. The duties of the Vice President shall be defined as follows:**

**The Vice President shall:**

- 1) Assume the duties of the President in his/her absence.
- 2) Be responsible for coordinating all volunteer services for the following year.
- 3) Assist the President with development and execution of all fundraising activities.
- 4) Perform additional duties as designated by the Executive Committee.

**3. The duties of the Secretary shall be defined as follows:**

**The Secretary shall:**

- 1) Record and make available to the Executive Committee copies of the minutes of all Executive Committee and general meetings.
- 2) Maintain a current file of reports, records and correspondence of the Association.
- 3) Perform additional duties as designated by the Executive Committee.

**4. The duties of the Treasurer shall be defined as follows:**

**The Treasurer shall:**

- 1) Collect and deposit all funds received through fundraising and contributions.
- 2) Keep an accurate account of Association receipts and disbursements.
- 3) Follow current Archdiocesan and parish fiscal policies and procedures.
- 4) Have signature authority for payment of the Association's bills, up to limits are defined by Archdiocesan-policy.
- 5) Bring potential expenditures for items outside of the Association's approved budget to the Executive Committee for review and approval.

- 6) Facilitate review, approval and execution of timely payment for Association's bills which require the Pastor's signature for processing per Archdiocesan policy.
- 7) Provide a verbal financial report at each Executive Committee meeting.
- 8) Prepare a written financial report for each Executive Committee meeting.
- 9) Perform additional duties as designated by the Executive Committee.

## **Article VI. Committees and Functions**

- 1) Ad hoc Committees shall be formed for special needs as they arise, and will be disbanded when the need has been fulfilled.
- 2) Terms for committee appointment commence on the day following the last day of the school year preceding the appointee's term year. For example, a term for the 2016-2017 school year would begin on the day following the last day of school for the 2015-2016 school year.
- 3) Committee volunteer positions shall be open to all Association members and communicated through all regular information distribution channels.

## **Article VII. Finance and Budget**

- 1) In consultation with the Pastor, the Principal, the School Board and the Association, the Executive Committee shall recommend priorities for expenditures of the money generated by the Association's fund raising activities (the "Proposed Budget").
- 2) Opportunities shall be provided for discussion and debate of various proposals for expenditures in the Proposed Budget.
- 3) A general Association meeting will be held for discussion of the Proposed Budget.
- 4) A summary of the general meeting will be distributed to the Association and the Association will be asked to participate in an online vote to approve Proposed Budget.
- 5) Based upon the outcome of the vote, the Treasurer, the President and the Principal shall develop a budget that will govern the expenditure of money by the Association. The budget may specify items which are subject to change, or are dependent upon the outcome of other school activities (for example, projects identified by the School Advisory Board, or contingency funds to support new initiatives that are planned, but not yet finalized). The final budget must be approved by the Pastor and distributed to the Association.
- 6) The Final Approved Budget will be deemed to have been distributed to the Association when it is posted on the school website, which is accessible to the public.

- 7) Any modifications to the Final Approved Budget or unplanned expenditures (including use of the “Special Needs Fund” defined in item 8 below) in excess of 20% of the total amount budgeted for the fiscal year requires the review and approval of the Association and a new voting session.
- 8) Whenever practicable, a Special Needs Fund will be maintained from year to year to be used to meet unanticipated or extraordinary financial needs of the school as deemed an appropriate expense by the Pastor and the Executive Committee. Use of these excess funds continues to be restricted to the needs of the school and remain subject to the approval of the Executive Committee and the Pastor, as well as the Association in accordance with item (7) above.
- 9) A Reserve Fund equivalent to the total expenditures outlined in the Final Approved Budget for the applicable fiscal year will be maintained in a money market account long with any amounts designated as the Special Needs Fund.

### **Article VIII. Nominations and Tenure of Officers**

- 1) The Executive Committee shall develop a slate of candidates for the Vice President, Secretary and Treasurer, as appropriate for their respective terms of office.
- 2) The Pastor shall review, approve and appoint candidates from those nominated by the Executive Committee.
- 3) The terms of office for the newly appointed officers shall begin of the day following the last day of the school year immediately preceding their appointment.
- 4) Tenure of the office for the newly appointed Faculty Representative, Secretary and the Treasurer shall be two (2) years. Following the completion of a one (1) year term as Vice President, the Vice President shall assume the office of President for one (1) year. All other positions are appointed for a term of one (1) year.
- 5) In the event an officer is unable to complete his/her term of office, the Executive Committee may appoint an interim officer until the Pastor appoints a replacement.

### **Article IX. Meetings, Quorums and Voting**

- 1) Unless otherwise ordered by the Executive Committee, there shall be at least three (3) meetings of the Association each school year. The Annual Meeting shall be held in either April or May at the discretion of the Executive Committee. The Executive Committee may call special meetings of the Association.
- 2) For the Executive Committee meeting, a quorum shall consist of a majority of the voting members.

- 3) Unless otherwise specified in these bylaws, tallies of votes taken in general, special and Executive Committee meetings shall be based on the total number of votes cast. (For example, in a meeting containing 50 members, in which 40 members vote, a count of 21 is a majority.)
- 4) In the event a parent couple or two individuals hold an elected office jointly, they will share the one (1) vote of that office.

## **Article X. Rules of Order**

As appropriate, all meetings of the Association shall be conducted according to Robert's Rules of Order, Revised when not inconsistent with these Bylaws.

## **Article XI. Amendments**

These Bylaws may be amended at any regular meeting by a two thirds majority of the members voting, provided notice has been given in writing prior to such a vote.